

CONTRACT BIDDING DOCUMENTS

For

BUILDING RENOVATIONS AND ENERGY CONSERVATION IMPROVEMENTS AT BISHOPS CORNER PUBLIC LIBRARY

BID # 6230F

TOWN PROJECT # 2010-0105

CT STATE LIBRARY GRANT # 155-B-SC-09



TOWN OF WEST HARTFORD

INFORMATION

BUILDING RENOVATIONS AND
ENERGY CONSERVATION
IMPROVEMENTS AT
BISHOPS CORNER PUBLIC LIBRARY

BID # 6230F

ARCHITECT

SILVER/PETRUCELLI AND ASSOCIATES
ARCHITECTS/ENGINEERS/INTERIOR DESIGN

PROJECT MANAGER

JOSEPH MERCIERI
CAPITAL PROJECTS MANAGER

ALL QUESTIONS TO

PURCHASING SERVICES
TAMMY BRADLEY
SENIOR BUYER

All questions must be submitted in writing and mailed to the Purchasing Office emailed to Tammyb@westhartford.org or faxed to 860-561-7492 at least seven calendar days prior to the date established for the opening of bids. Please do not call the Engineer/ Architect, Project Manager or Purchasing Office with questions.

INSTRUCTIONS TO BIDDERS

00101	PROJECT INFORMATION PAGE
00102	TABLE OF CONTENTS
00103	PROJECT NARRATIVE
00104	LIST OF DRAWINGS
00105	LOCATION MAP
00106	WORK RULES
00107	NOISE ORDINANCE
00108	EPA REQUIREMENTS

BIDDING REQUIREMENTS AND FORMS

00201	INVITATION TO BID
00202	INSTRUCTIONS TO BIDDERS - AIA DOCUMENT A-701 - 1997
00203	SUPPLEMENTARY INSTRUCTIONS TO BIDDERS
00204	BID FORMS
00205	SAMPLE AGREEMENT FORM

LABOR REQUIREMENTS

00300 – 00304	FEDERAL REQUIREMENTS FORMS, AND CONTRACT WAGE RATES
---------------	---

GENERAL CONDITIONS

00401	GENERAL CONDITIONS - AIA DOCUMENT A-201
00402	SUPPLEMENTARY GENERAL CONDITIONS

DIVISION 1 - GENERAL REQUIREMENTS

Section 01010	Summary of Work	3
Section 01019	Contract Considerations	3
Section 01030	Alternates	2
Section 01045	Cutting and Patching	3
Section 01300	Submittals	4
Section 01400	Quality Control	3
Section 01600	Materials and Equipment	3
Section 01700	Contract Closeout	2
Section 01730	Operations and Maintenance Data	4
Section 01740	Warranties and Bonds	3
Section 01810	General Commissioning Requirements	17

DIVISION 2 - SITE WORK

Section 02072	Demolition and Removals	3
Section 02821	Asbestos Abatement	27
	Hazardous Materials Survey Report	95
Section 02843	PCB Remediation	29
	PCB Disposal Plan	59

DIVISION 3 – CONCRETE

Section 03542	Cement-Based Underlayment	5
---------------	---------------------------	---

DIVISION 4 – MASONRY

Section 04100	Mortar	4
Section 04300	Unit Masonry System	6

DIVISION 6 - WOOD AND PLASTIC

Section 06100	Rough Carpentry	5
Section 06200	Finish Carpentry	4
Section 06410	Cabinetry and Casework	5
Section 06600	Cast Plastic Fabrications	4

DIVISION 7 - THERMAL AND MOISTURE PROTECTION

Section 07190	Vapor and Air Barrier	2
Section 07212	Rigid Insulation Board	7
Section 07213	Batt and Blanket Insulation	2
Section 07214	Wall Board Insulation	3
Section 07270	Firestopping	5
Section 07525	Modified Bituminous Sheet Roofing	9
Section 07565	Roofing Removals and Preparation	3
Section 07600	Flashing and Sheet Metal	5
Section 07900	Sealants	5

DIVISION 8 – DOORS AND WINDOWS

Section 08111	Steel Doors	4
Section 08112	Standard Steel Frames	3
Section 08211	Wood Doors	4
Section 08410	Aluminum Entrances and Storefronts	8
Section 08710	Door Hardware	10
Section 08800	Glazing	6

DIVISION 9 - FINISHES

Section 09000	Schedule of Finishes	8
Section 09260	Gypsum Board Systems	5
Section 09300	Ceramic Tile	4
Section 09511	Suspended Acoustical Ceilings	6
Section 09650	Resilient Flooring	6
Section 09688	Carpet	4
Section 09900	Painting	6

DIVISION 10 - SPECIALTIES

Section 10114	Retail Display Wall System	3
Section 10440	Interior Signage	

DIVISION 12 – FURNISHINGS

Section 12693	Entrance Mats	3
---------------	---------------	---

DIVISION 13 – SPECIAL CONSTRUCTION

Section 13915	Fire Suppression Piping	19
---------------	-------------------------	----

DIVISION 15 – MECHANICAL

Section 15010	Basic Mechanical Requirements	4
Section 15050	Basic Mechanical Materials and Methods	15
Section 15060	Hangers and Supports	10
Section 15110	Valves	5
Section 15130	Domestic Water Piping	7
Section 15150	Sanitary and Vent Piping	7
Section 15090	Mechanical Identification	4
Section 15194	Fuel Gas Piping	9
Section 15240	Vibration and Seismic Controls	8
Section 15260	Piping Insulation	5
Section 15290	Ductwork Insulation	5
Section 15300	Fire Protection Systems	14
Section 15410	Plumbing Fixtures	6
Section 15430	Plumbing Specialties	4
Section 15485	Electric, Domestic Water Heaters	6
Section 15780	Packaged Rooftop Units	8
Section 15900	Metal Ducts	12
Section 15910	Duct Accessories	13
Section 15930	Air Terminal Units	5
Section 15940	Air Inlets and Outlets	3
Section 15970	Automatic Temperature Controls	35
Section 15990	Testing, Adjusting and Balancing	23

DIVISION 16 – ELECTRICAL

Section 16010	Basic Electrical Requirements	4
Section 16091	Electrical Demolition Requirements	2
Section 16110	Conduit	4
Section 16112	Surface Raceway	3
Section 16120	Building Wire and Cable	4
Section 16130	Boxes	2
Section 16140	Wiring Devices	5
Section 16190	Supporting Devices	2
Section 16195	Electrical Identification	2
Section 16440	Enclosed Switches	3
Section 16470	Panelboards	3
Section 16500	Lighting Systems	4
Section 16720	Fire Alarm System	14
Section 16780	Communications Systems	8

PROJECT NARRATIVE

1. Building Description

The Bishops Corner Branch Library is located at 15 Starkel Road in West Hartford. This 8,000 square foot, heavy timber wood frame with concrete block and single pane steel framed windows, was constructed in 1965 and opened for circulation in February 1966. Since that time, this facility received; modest interior improvements, an automatic entryway and accessible rest rooms in 1992, and a roof modified bituminous roof system in 1998. In 2005, a senior center was added to the south side.

The original building with its 1960 era style construction has absorbed the demands of a diverse community needs and has now evolved into a social community gathering and research center.

Today, this facility has an annual attendance of nearly 80,000 visitors, contains 50,000 volumes, accommodates over 200 programs and logs in over 7,000 hours of internet use.

2. Scope of Work

This project generally includes, but is not necessarily limited to the following major elements:

Removal of building materials and components, including selected existing mechanical, electrical power and lighting systems. Removal of selected ceiling systems, removal and disposal of hazardous materials.

Off site disposal of all removed materials.

Rough and finish carpentry, cabinetry and casework, vapor and air barriers, rigid, blanket, and wall board insulation, firestopping, modified bitumen roofing, wood decking, flashings, and sealants.

Steel doors and frames, wood doors, aluminum entrances and window system, door hardware, glazing, gypsum board systems, suspended acoustical ceilings, resilient flooring, carpet, ceramic tile, painting, signs, and entrance mats.

Fire protection systems, pipe and fittings, valves, piping specialties, insulation, ductwork, plumbing piping and fixtures, pumps, water heaters, and boilers, power ventilators, air inlets and outlets, and automatic temperature controls.

Conduit, raceways, wires and cables, boxes, wiring devices, supporting devices for electrical work, electrical identification, enclosed switches, panelboards, and lighting, fire alarm, and communication systems.

Provide cutting/boring and patching/firesafing for any new mechanical and electrical penetrations up to 6" in diameter.

3. Schedule/Phasing Requirements

The existing building including related ACM removal work cannot be disturbed without the consent of the Owner, Architect and local building/health/fire officials. The trade contractors and abatement contractor will be required to complete their work in multiple phases and operations and coordinating with and directing the work under the abatement contractor's scope of work. Abatement is to begin January 2012 with substantial completion of the entire project on June 15, 2012. The computer lab is to remain open and accessible throughout the entire course of the project.

4. Funding/Estimate

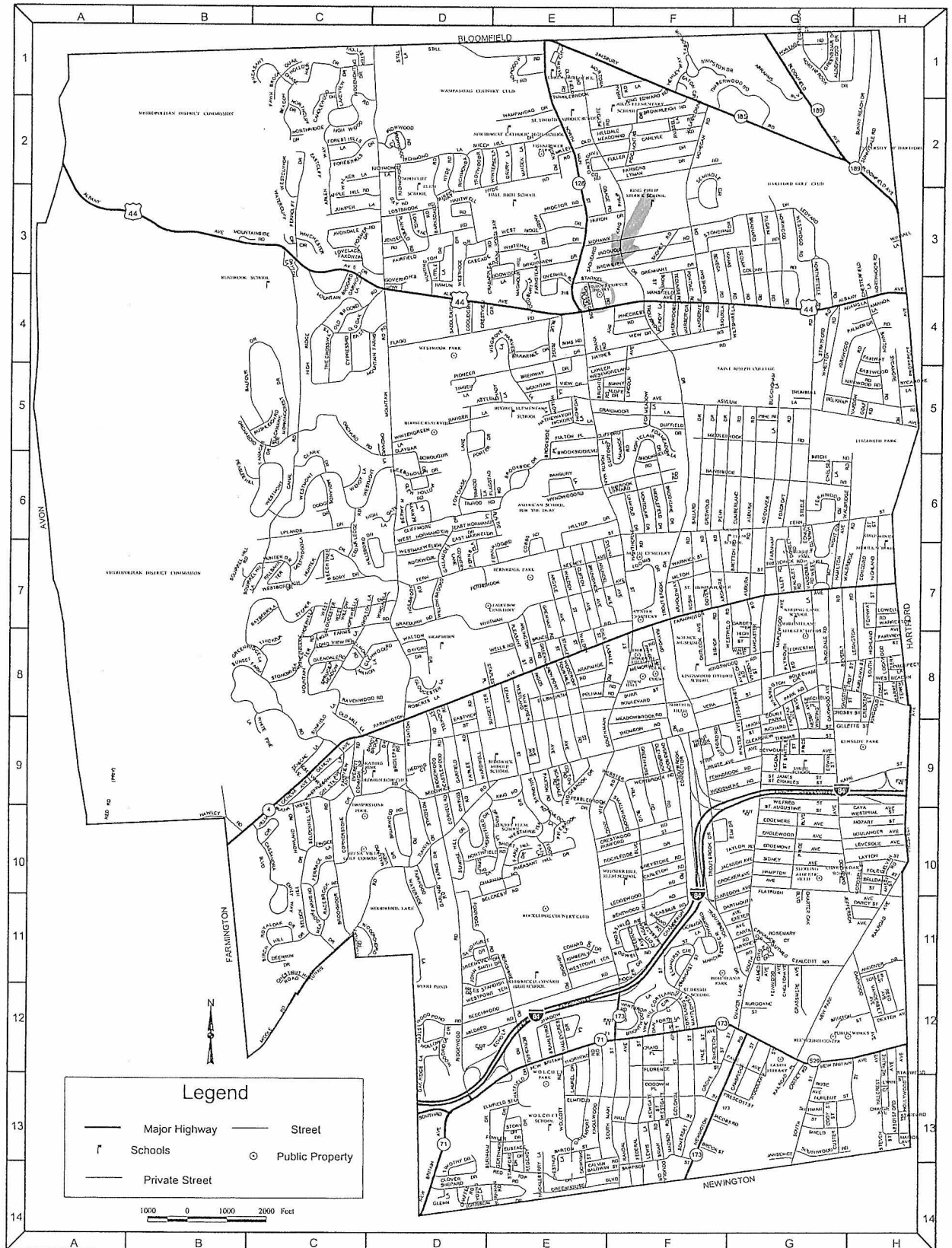
All funding for this project is in place. Funding includes a Connecticut state library grant and utility rebate programs. Estimate is **\$750,000**

00103

LIST OF DRAWINGS

CS	COVER SHEET
GN	GENERAL INFORMATION
A1	CODE PLAN AND INFORMATION
A2	DEMOLITION PLAN
A3	FLOOR PLAN AND PARITAL ROOF PLAN
A4	REFLECTED CEILING PLAN
A5	FLOOR PATTERN PLAN AND FINISH SCHEDULE
A6	EXTERIOR ELEVATIONS AND SECTIONS
A7	DOOR AND WINDOW SCHEDULE AND DETAILS
A8	PARTITION TYPES AND MISCELLANEOUS DETAILS
A9	INTERIOR ELEVATIONS
A10	CASEWORK ELEVATIONS AND DETAILS
A11	INTERIOR SIGNS
FFE1	FURNITURE PLAN
HA	001 ASBESTOS ABATMENT PLAN
HA	002 FLOOR PLAN
HA	003 ASBESTOS ABATMENT PLAN
HA	004 ASBESTOS ABATMENT PLAN
HP	001 PCB ABATEMENT PLAN
S1	PARTIAL FLOOR PLANS AND SECTIONS
MD1	MECHANICAL DEMOLITION PLAN
MD2	HYDRONIC DEMOLITION PLAN
M1	MECHANICAL FLOOR PLANS AND SECTIONS
M2	MECHANICAL SCHEDULES, DETAILS, NOTES, AND LEGEND
P1	PLUMBING DEMOLITION AND FLOOR PLANS
P2	PLUMBING SCHEDULES, NOTES, DETAILS, AND LEGEND
F1	FIRE PROTECTION DEMOLITION AND FLOOR PLANS
F2	FIRE PROTECTION SCHEDULES, NOTES, DETAILS, AND LEGEND
E1	ELECTRICAL LIGHTING PLAN
E2	ELECTRICAL POWER AND DATA PLAN
E3	ELECTRICAL SCHEDULES, LEGENDS, AND NOTES
E4	NETWORK RISER, SCHEDULES & NOTES

TOWN OF WEST HARTFORD STREET MAP



**Town of West Hartford
Capital Projects
Work Rules**

General

Contractor, supervisory, and trades personnel will be required to be familiar with and adhere to the Project work rules. Failure to comply with these Work Rules may result in being banned from the project site.

All construction activities that are disruptive to school operations (due to noise, vibration, dust, odors, etc) shall occur outside regular school hours.

Foreman/Supervisory Personnel

1. Trade Foreman/Superintendent must be on the jobsite whenever their manpower is on site. This includes subcontractor personnel.
2. Have manpower available onsite to receive and unload your materials whenever deliveries are made. (If manpower is not available the delivery will be sent back.)
3. Keep all working drawings used in the field up to date with all changes.
4. Maintain complete files of Material Safety Data Sheets (MSDS) on the jobsite.
5. Keep all "as built" drawings up to date.
6. No entry to the building is allowed except to do tie ins. When entry is required each individual must sign in at main office and obtain a visitor's badge.

All Contractor Personnel

1. Job hours are 7:00 AM to 3:30 PM for first shift and 3:30 PM to 11:00 PM for second shift. Additional time may be subject to custodial overtime charges of approximately \$25.00 per hour.
2. No material deliveries or movement of construction vehicles among buses/students during student drop-off of pick-up times. 8:00-8:45 AM & 3:15-3:45 PM Monday, Tuesday, Thursday, Friday and 1:45 PM-2:15 PM on Wednesday.
3. No alcohol or controlled substances allowed on the school property.
4. No smoking within the building or on the school property.
5. No food is to be eaten in the building. All food related trash is to be removed from the site at the end of each day.
6. Clean up all work areas daily. Keep the job clean and debris free.
7. Coordinate your work with the work of other trades. Check preceding work prior to starting new work. Do not proceed unless preceding work is completely acceptable.
8. Protect your work at all times from damage.
9. Park in designated areas only. Keep parking areas accessible for emergency vehicles. Privately owned vehicles are not permitted in areas of construction.

Safety

1. A copy of the contractors safety program shall be present at job site.
2. All work activities are to be planned with Safety as the #1 priority.
3. The owner is to be notified immediately of all accidents, injuries and near misses, no matter how small.
4. A first aid kit large enough for their crew size is to be provided by the contractor.
5. A proper fire extinguisher supplied by the contractor shall be present at the work area.
6. All personnel in work areas will have, as a minimum, hard hats, safety glasses, work shoes, shirts with sleeves, and long pants. Hard hats have to have company and employees name.
7. No interruption of building services (e.g. power, water, fire alarm intercom, ventilation, heating, cooling, etc.) without prior coordination with owner.
8. No use of any tools, equipment or supplies, other than contractors supplied.

§ 123-2

NOISE

- L.** Noise created as a result of or relating to an emergency.
- M.** Noise generated by construction activity shall be exempted between the hours of 7:00 a.m. to one hour after sundown, Monday through Saturday.
- N.** Noise created by blasting other than that conducted in connection with construction activities shall be exempted, provided that the blasting is conducted between 8:00 a.m. and 5:00 p.m. local time at specified hours previously announced to the local public or provided that a permit for such blasting has been obtained from local authorities.
- O.** Noise created by on-site recreational or sporting activity which is sanctioned by the state or local government, provided that noise discharged from exhausts is adequately muffled to prevent loud and/or explosive noises therefrom.
- P.** Patriotic or public celebrations not extending longer than one calendar day.
- Q.** Noise created by aircraft.
- R.** Noise created by products undergoing test, where one of the primary purposes of the test is the evaluation of product noise characteristics and where practical noise control measures have been taken.
- S.** Noise generated by transmission facilities, distribution facilities and substations of public utilities providing electrical powers, telephone, cable television or other similar services and located on property which is not owned by the public utility and which may or may not be within utility easements.

EPA Requirements

Common renovation activities like sanding, cutting, and demolition can create hazardous lead dust and chips by disturbing lead-based paint, which can be harmful to adults and children.

To protect against this risk, on April 22, 2008, EPA issued a rule requiring the use of lead-safe practices and other actions aimed at preventing lead poisoning. Under the rule, beginning April 22, 2010, contractors performing renovation, repair and painting projects that disturb lead-based paint in homes, child care facilities, and schools built before 1978 must be certified and must follow specific work practices to prevent lead contamination.

EPA requires that firms performing renovation, repair, and painting projects that disturb lead-based paint in pre-1978 homes, child care facilities and schools be certified by EPA and that they use certified renovators who are trained by EPA-approved training providers to follow lead-safe work practices. Individuals can become certified renovators by taking an eight-hour training course from an EPA-approved training provider. Learn how to become an EPA certified firm and where to take a training course near you.

- Contractors must use lead-safe work practices and follow these three simple procedures:
 - Contain the work area.
 - Minimize dust.
 - Clean up thoroughly.

EPA Certified Firm

All lead hazard reduction work will be performed by a certified EPA firm and that uses certified renovators who are trained by EPA approved training providers to follow lead-safe work practices. All certifications and licenses shall be submitted to the Joe Mercieri Town of West Hartford.

Cleanup

Preliminary Cleanup: Will be done by wet sweeping the containment area and carefully removing polyethylene by folding the plastic upon itself to trap all dust. After the polyethylene covering is removed, the work area will be HEPA vacuumed and then washed with Ledizolv or other high sodium detergent and rinsed with clear water.

Final Cleanup: To give airborne lead-time to settle, the final cleanup should be scheduled to start no sooner than 24 hours after active involving lead painted surfaces has ceased. The entire area should be HEPA vacuumed again, washed with Ledizolv or other high sodium detergent, rinsed with clear water and HEPA vacuumed again.

Testing/Clearance Testing/Monitoring

After final cleaning as described above, a final visual inspection by the lead inspector shall be performed. If the inspection reveals no visible dust and all surfaces in the work area have dried, dust wipe sampling analysis may be done. Selection of location and of samples will be responsibility of the lead inspector, but will include samples for each room in which reduction work occurred. If the premises do not pass the visual inspection or the dust wipe sampling, clean-up procedures must be repeated at the Contractor's expense until all areas pass. This expense will also include the costs of additional dust wipe sampling.

The Town of West Hartford will pay the cost of the first clearance sampling. Any additional testing needed will be charged to the contractor.

The Contractor shall contact: David Cole of Fuss & O'Neill EnviroScience, LLC at 860-646-2469 Ext. 5563 to schedule testing.

The contractor will not receive final payment until after the premises have passed the clearance testing.

INVITATION TO BID

Sealed bids marked "**BUILDING RENOVATIONS AND ENERGY CONSERVATION IMPROVEMENTS AT THE BISHOP CORNERS PUBLIC LIBRARY BID#6230F**" will be received at the office of the Purchasing Division, Room 223, Town Hall, 50 South Main Street, West Hartford, Connecticut until **2:00 PM** on **DECEMBER 6, 2011** at which time they will be publicly opened and read.

Drawings and Specifications for review will be available in the Purchasing Office, Room 223, Town Hall, 50 South Main Street, West Hartford, Connecticut, 06107. Bid Forms, Drawings, and Specifications may be obtained at this location for **\$25.00**. Make check payable to the Town of West Hartford. The Town does not mail drawings and specifications. The Contractor may arrange for delivery of the drawings and specifications by a third party at the Contractor's expense. Any questions concerning this request for bid shall be addressed to the Purchasing Agent at the address below.

A pre-bid conference will be held on **TUESDAY, NOVEMBER 15, 2011 at 9:00 AM at BISHOPS CORNER LIBRARY** at which time questions concerning the project will be answered. Prospective bidders are expected to attend the pre-bid meeting as this will be the only opportunity to verbalize questions relative to this project and view the job site with the Town's project team.

The Town of West Hartford has determined this project meets the criteria for participation in the State of Connecticut's Prequalification. The Contractor shall hold a current "**DAS Contractor Prequalification Certificate**" (not a predetermination letter) from the Department of Administrative Services of the State of Connecticut according to C.G.S. § 4a-100. Bidders shall submit with their bids, unless noted otherwise, a "**DAS Contractor Prequalification Certificate**" along with a current "**Update (bid) Statement**". Failure to submit these items with the bid will result in disqualification of the bidder per C.G.S. § 4a-100. If you have any questions regarding these requirements contact the State of CT, DAS, at telephone number 860-713-5280 or visit their web site at www.das.state.ct.us. In conjunction, contractor must complete and submit with their State Prequalification documents, the Town of West Hartford's Supplement, section 204-10 executed.

All Bidders must file with their bid a bid bond, certified or treasurer's check in the amount of 10% of the total of the base bid made payable to the Town of West Hartford.

Performance and Labor and Material Payment bonds in the amount of 100% of the contract price will be required of the successful bidder if the contract pursuant to this request for bids exceeds \$50,000.00.

No bid may be withdrawn for a period of ninety (90) days after the opening of bids without the approval and written consent of the Town of West Hartford.

The right is reserved to reject any and all bids, to waive any informality in the bidding and to make awards in any manner that is the most beneficial to the Town.

Bidders are encouraged to attend the Town's bid opening at which time the public is afforded an opportunity to record bid prices received in response to the Town's solicitation. Bidders who would like the results of the bid but are unable to attend the bid opening, may check the Town website, <http://westhartford.com/TownServices/TownDepartments/FinancialServices/BidResults.htm> a week after the bid opening date. Bidders calling the Purchasing Office for bid results will be referred to the above procedure.

TOWN OF WEST HARTFORD
CHRIS JOHNSON
PURCHASING AGENT

00201-1